

<h1 style="text-align: center;">基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">~ <i>Okinawa Wide</i> ~</p>		広報番号 : Announcement No.	HRO Okinawa-006-07
		募集締切日: Closing Date	10 Feb 07
		発行日: Date of Issue	01 Feb 07
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u>) <div style="text-align: center;">Clerk, #0042 (事務職)</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.5em;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <i>Current USFJ Employees in Okinawa ONLY</i>
2.部隊 Activity: Military Sealift Command Office, Okinawa 勤務場所 Working Place: Naha Port		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent <div style="color: red; font-size: 0.8em;"> ***** 応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed. 提出された応募書類はお返ししません Submitted applications will not be returned. ***** </div>	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: MON-FRI 勤務時間・休憩 Work Hours/Recess Period: 0730-1630 Recess: 1130-1230 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached.			
7.資格要件/身体条件 Qualification/Physical Requirements <i>Basic Requirement:</i> <ol style="list-style-type: none"> Must have at least one year of general work experience OR completion of 2-years junior college/2-years of technical school or 4-year degree in any field. <i>In addition to the Basic Requirement, applicant must:</i> <ol style="list-style-type: none"> Functional working knowledge of Microsoft Office and Outlook programs. Have ability to read and understand service requirements from customers, and prepare a written response. Have one year experience in arranging services through contractors for customers. Possess official vehicle driver's license. Have ability to obtain and retain access to military bases on Okinawa. Functional working knowledge of the English language (LAD: 2 or above). <p>Handicapped applicants may be accepted, depending on the degree and kind of disability.</p>			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : YES	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
<p>*印の記入は<input checked="" type="checkbox"/> 英語で English</p> <p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy).</p>		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use

担当部署／担当者名 POC POC: MS. AYANO SHIMABUKURO PERSONNEL TECHNICIAN, DSN:634-6717	書類の提出先は、嘉手納基地内 Bldg#3597 海軍人事課、 キャンプフォスター内 Bldg# 4 9 0 AAFES 人事課、又 はキャンプフォスター内 Bldg# 4 9 5 海兵隊人事課にて 受け付けています。 Please submit the application to Bldg#3597 Navy SHRO on Kadena AB, Bldg#490 AAFES, or Bldg#495 CHRO on Camp Foster.	
		PD is accurate and current. Certified by Activity
		HRO

TASK LIST

1. Required to be knowledgeable with computers and Microsoft Office to assist in preparing required operational reports for vessel information, cargo operations, vessel movements, port costs and the daily summary report of Ships Activities. Reviews message traffic to include Prepreps, Sailords, Amendments and Weather Information. Assists in preparing response messages using the Text Editor Format. Assists in the procurement, maintenance and distribution of vessel schedule and movement information. 30%
2. Assists in the liaison and coordination with representatives of various GOJ, OPG, local commercial firms, and U.S. Military port personnel to include, but not limited to, Maritime Safety Agency, Port Control, Naha Pilot Association, Okinawa Regional Customs and Immigration Superintendents Offices, Commercial tug services, shipping agents, Operations Departments, and U.S. Consolidated Preventive Medicine Unit (Quarantine), to insure effective and safe harbor and port operations. 20%
3. Assists in the arrangement for commercial or military husbanding services for all USNS vessels in Okinawa ports, such as tugs, pilots, line handlers, launch services, water, bunkers garbage disposal etc. Receives and processes crew's lists for base pass requests and submits them to the appropriate agency for approval. Meets MSC ships to provide them with a current port situational report and address any concerns that the ships Master may have. 25%
4. Assists in the collection and correlation of cargo statistics for use by the command in analysis of ships operations, port performance, and annual history. Monitors inbound cargo shipment load lists and assists in the booking of outbound cargo. 10%
5. Assists in the operations of command vehicles and associated records, including regular and corrective maintenance IAW operator guides and command instructions, records, trip tickets, and vehicle cleanliness. 15%
6. Performs other related or incidental duties as assigned.